



# Golder Ranch Fire District JOB ANNOUNCEMENT



## Financial Specialist

Pay Grade 28 (Non-exempt)

***Estimated starting salary \$38,040/annually  
(paid at the rate of \$18.29/hr)  
\* Plus Excellent Benefits Package\****

### Primary Function

Works under the supervision of the Finance Manager to perform a wide variety of accounting related activities for the District. This position requires the ability to multi-task, excellent attention to detail, strong organizational and analytical skills and strong interpersonal communication skills. Provides customer service to internal and external customers of the District regarding finance related matters.

### Principle Duties and Responsibilities:

- Accounts Payable
- Accounts Receivable
- Cash Reconciliation
- General Ledger
- Payroll

### Minimum Qualifications:

- Associates Degree in Accounting from an accredited college or university recognized by the U.S. Department of Education.

and

- One (1) year work experience in payroll, Accounts payable, General Ledger  
or

An equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

- One (1) year customer service work experience.
- Proficiency with use of Microsoft Excel.
- Valid Arizona Driver License with good record.

### Preferred Qualifications:

- Bachelor's degree in Accounting from an accredited college or university recognized by the U.S. Department of Education.
- Governmental Fund Accounting experience
- Experience using ADP Pay Expert and/or ADP Workforce Now
- Experience using (Abila) Sage MIP Fund Accounting software

***Complete job description and employment application information are available online at  
[www.grfdaz.gov](http://www.grfdaz.gov)***

**Open Until Filled**  
**First Screening - Friday, July 22, 2016**  
Golder Ranch Fire District  
Attn: Human Resources  
3885 E. Golder Ranch Drive  
Tucson, Arizona 85739  
Ph: (520) 825-9001

See application instructions on next page

**How to Apply:**

**Please read and follow the “Golder Ranch Fire District Application Guidelines” (available on the District website). The application process is a three (3) step process.**

- 1)** Complete the application process through the ADP website (ADP [Finance Specialist](#)) which includes entering all employment application information.
- \*2)** Prepare and submit a cover letter.
- \*3)** Prepare and submit a résumé (detailing your work history and qualifications by month and year),

***\*Note:*** Your cover letter and resume must be combined as one (1) document and uploaded to your ADP application. You may not submit multiple attachments.

**Selection process may consist of:**

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to background checks (i.e. driving record, criminal history, litigation history, etc.), physical and drug screen, and reference checks.

*Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.*

**Benefits for this position include:**

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick Leave (156 hrs/ann.), Paid Vacation Leave (104 hrs/ann.), 11 Paid Holidays, State Retirement Plan as appropriate (ASRS/PSPRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

***Golder Ranch Fire District is a Tobacco Free Workplace  
and an Equal Opportunity Employer***